1. **JOB PURPOSE**
(Briefly describe the general purpose of the position or its significance from the organization’s point of view and how it contributes to the overall mission/objective of the organization).

MIS Executive will be responsible to SQL scripting, Data generation/mining, Airtel money daily reports publications and data Analysis.

2. **ORGANIZATIONAL CHART**
(Please complete the organization chart below using jobs titles only. Please do not use individual names of people. Any matrix reporting may be mentioned as a comment below the chart.). There will be a dotted line into group for this role.

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Airtel Money Director

Manager – Business Analytics

MIS Executive
MIS Executive
```
3. KEY ACCOUNTABILITIES

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<tr>
<th>Expected End Results (&quot;WHAT&quot;) (List the expected end results that must be achieved in order to fulfill the job purpose)</th>
<th>Supporting Activities (&quot;HOW&quot;) (What are the key activities undertaken to achieve the desired end results?)</th>
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</table>
| Report generation/preparation | • Generate Daily CWN dashboard and publish for users.  
• Develop and/or update Airtel money standard reports.  
• Develop Airtel money data warehouse  
• Ensure accuracy and completeness of data generated from Business Intelligence System (BI), MIS and GIS.  
• Ensure completeness of data loading in BI & GIS  
• Airtel Money spoc for MIS related issues on behalf of Business Analytics - Manager. |
| SQL | • Comprehend business logic and use of SQL guidelines and procedures for accurate data generation/mining  
• Coach colleagues in using basic SQL. |
| Facilitate Ad-hoc requests | • Provide data inputs for campaigns.  
• Perform post launch analysis for key campaigns/products |
| Count, Value and Revenue Monitoring | • Provide data inputs for revenue.  
• Provide inputs for product validation.  
• Provide inputs for Revenue and trending Analysis  
• Performance tracking (daily/weekly/monthly) |
| Any other duties as assigned by Business Analytics - Manager | • As may be assigned |

4. DIMENSIONS
(List the significant numerical data which will reflect the scope and scale of activities concerning this job).

Financial Dimensions
(These should be quantifiable numerical amounts like annual budgets, opex, capex, annual revenue etc.)

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Other Dimensions
(Indication of some of the significant volumes associated with the job like number in team/ staff handled subscriber base, etc.).
5. SKILLS & KNOWLEDGE
(State the minimum acceptable proficiency for this job. Do not state incumbent-specific information)

| Educational Qualifications & Functional / Technical Skills | • Bachelor’s degree in Information Technology or any relevant degree.  
|                                                           | Added value:  
|                                                           | • Certified in SQL Language  
|                                                           | • Certification in Oracle  
| Relevant Experience (Type of experience and minimum number of years) | • Minimum of 2-3 years experience in a Information Technology  
|                                                           | • Experience of Telecommunications Industry  
|                                                           | • Able to operate in a performance driven organization  
| Other requirements (Behavioural etc.) | • Motivated, flexible and decisive with ability to convince and align groups with divergent views  
|                                                           | • Culturally aware and adept at working across multiple geographies  
|                                                           | • Customer focused  
|                                                           | • Business awareness  
|                                                           | • Strong analytical and strategic skills  
|                                                           | • Excellent planning and organisational skills  
|                                                           | • Excellent interpersonal skills  
|                                                           | • Sets high personal standards and is goal oriented  
|                                                           | • Strong coaching skills & leadership skills  
|                                                           | • Excellent communications skills, both orally and in writing  
|                                                           | • Excellent presentation skills  
|                                                           | • Knowledge of English.  

6. APPROVAL

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<th>Job Holder</th>
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<th>Immediate Superior</th>
<th>Date</th>
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